

Date: 16-01-2018

**TORS FOR ENGAGEMENT OF CA FIRM AS INTERNAL AUDITORS IN
APEDA REGIONAL OFFICE BENGALURU**

A) Eligibility for submission of Offers

CA firms meeting following requirements are eligible to submit their offers:-

- i) The CA firm should have at least 10 years experience.
- ii) The turnover of the firm should not be less than Rs 20 lakhs per annum for last 2 years starting from 2015-16.

B) Scope of work

a) Objective: -

To assist APEDA, herein referred to as **FIRST PARTY**, in scrutinizing and processing the Transport Assistance Scheme (TAS) claims received from the exporters.

The duration of the assignment shall be for a period of six months, extendable by three more months on mutual consent of both the parties.

b) Tasks to be carried out:

1. To process the Transport Assistance Scheme claims of the exporters of **FIRST PARTY** both on on-line system (computerized) and physical documents and recommend the payments as per the scheme guidelines which are available on APEDA's website www.apeda.gov.in under the icon: Trade Promotion Scheme-Transport Assistance- Financial Assistance Scheme.
2. The selected CA Firm herein referred to as **SECOND PARTY** will depute one (1) Chartered Accountant and 4 audit assistant/article to process atleast 6000 (six thousand) shipping bills per month. Charges for processing of each shipping bill may be quoted.
3. To issue C.A. certificate for financial assistance as per mandatory Performa devised under Transport Assistance Scheme of **FIRST PARTY**.
4. Any other job in consultation with **SECOND PARTY** related to financial matters assigned by **FIRST PARTY**.

c) Support from APEDA: -

FIRST PARTY will provide required computers, printers, stationery and working place for persons deputed by **SECOND PARTY**.

Allocation of various assignments/ specific job responsibilities to the **SECOND PARTY** keeping in mind their professional skills etc., would be at the sole discretion of APEDA.

The above professional services will be provided by the team members according to their area of expertise and within the applicable rules and regulations and professional code of conduct and guidelines of the professional bodies/ association/ institute prescribed for their members. However, it will be the duty of the **SECOND PARTY** to respond on priority, whenever called by the **FIRST PARTY**.

C) GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL OFFERS

An Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) has to be submitted by way of Demand Draft favoring APEDA payable at Bengaluru, along with the technical and financial offers.

Sealed (1) Technical offer and (2) Financial offer in separate envelopes are required to be submitted by **25-01-2018, 4.00 PM** at the following address :

Agricultural and Processed Food Products
Export Development Authority (APEDA)
1st Floor, Beeja Bhavan,
Bellary Road, Hebbal
Bengaluru – 560024.

However, in order to understand the scope of work, APEDA has scheduled a pre-offer meeting on **22-01-2018 at 3.00 PM** at the Regional Office Bengaluru. Interested CA firms may attend the pre-offer meeting.

The firm(s) which have already worked or working with APEDA but have not provided or providing satisfactory services and/or voluntarily withdrawn from the contract before its completion are not eligible to apply for the empanelment as internal auditors with APEDA.

It may be noted that conditional offers are not allowed and would be rejected summarily.

Cover 1: Technical Offer: Super scribe as “Technical Offer for engagement as Internal Auditor at Bengaluru” to include the following documents along with the prescribed form given at the end of these TORs:

- i) Balance sheet of the firm
- ii) Financial statements of the CA firm for the last two years i.e., 2015-16 and 2016-17
- iii) Details of working partners
- iv) Brief profile of the firm with past experience

Cover 2: Financial Offer: Super scribe as “Financial Offer for engagement as Internal Auditor at Bengaluru” to include the following details:

Typed financial quotation on the letterhead of the CA firm should be duly signed by the authorized person of the CA firm and should include charges on monthly basis in Indian rupees and all applicable taxes, if any, should be mentioned separately. A financial quotation should be in the following format :-

Sl.No.	Activity	Amount in Rs.
1.	Charges for processing each (one) shipping bill (minimum of 6000 shipping bills has to be processed per month)	

The outer sealed cover containing cover 1 and cover 2 as indicated above should be super scribed with “**Technical and Financial Offer for engagement as internal auditor at Bengaluru**”, and should have the name, Postal Address, Fax, E-mail, Telephone number of the firm.

D) SELECTION PROCEDURE

A Committee in APEDA will carry out preliminary screening of the applicant firms and will shortlist the CA firm fulfilling the eligibility requirements as per the technical offer.

It is to be noted that the application of CA firms not submitting offers as per the requirements of TORs will be rejected.

The financial bid of the selected CA firms will be opened on 25-01-2018 at 4.30 pm in presence of the bidders.

E) Firm quoting the lowest price shall be selected.

EMD of the selected party will be returned after the completion of contract. However, EMD's of the unsuccessful bidders will be returned immediately.

Selection Committee reserves the right to accept or reject any or all the offers at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on APEDA. APEDA also reserves the right to negotiate the prices with the selected offers to bring down the prices. In case of any issue emerging out of this document, decision of Chairman, APEDA shall be final.

The audit team will be working on full time basis from 9:00 a.m. to 5:30 p.m. (as per office timings), CA shall process and finalize the claims of the exporters, beneficiaries and related agencies. **SECOND PARTY** will ensure quick disposal of cases on daily basis to avoid any pendency in normal course. However, in urgent situations, staff of **SECOND PARTY** may work on holidays to clear backlog.

The EMD of the successful firm shall be converted into performance guarantee and shall be retained with APEDA for the contract duration. In case a firm is selected on the basis of lowest offer but the firm does not accept the offer or refuses to take up the assignment or the firm appointed by APEDA works for a duration of less than the contract period of their own or due to providing unsatisfactory services from the date of taking up of the assignment with APEDA, the full performance guarantee shall be forfeited.

FIRST PARTY's office at:

Agricultural and Processed Food Products
Export Development Authority (APEDA)
1st Floor, Beeja Bhavan,
Bellary Road, Hebbal
Bengaluru – 560024.